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**LAND SURVEYORS SECTION MEETING
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
Room 121C, 1400 E. Washington Avenue, Madison
Contact: Berni Mattsson * 608-266-2112
August 15, 2012**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions and deliberations of the Board.

**FULL BOARD MEETING
9:30 a.m.**

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes – March 27, 2012 (3-6)**
- C. Secretary Matters
- D. Executive Director Matters
- E. Class I Hearings beginning at 9:45 a.m.**
 - 1) Jeanette Harley (41-80)
- F. Presentation of Proposed Stipulations, Final Decisions and Orders by the Division of Enforcement including any received after printing of the agenda
- G. Board Discussion Items including any received after printing of agenda**
 - 1) Division of Enforcement Matters (7-8)**
 - a. Discussion of DOE Policy Related to Screening –
Appearance 9:45 – Jeanette Lytle, Division of Enforcement
 - b. Report from Monitoring staff
 - 2) Education and Examination Matters (9-10)**
 - a. Update Relating to FS Examination (9-10)
 - b. Discussion and Action Related to Land Surveyor Course Proposal (11-16)
 - 3) Credentialing Matters**
 - a. Discussion and Action Related to Land Surveyor CE Waiver Information and Affidavit (17-22)
 - b. Discussion and Action Related to Licensure of Photogrammetrists and GIS Experts (23-24)
 - c. Discussion Related to Audit Plans for Continuing Education (25-26)
 - 4) Practice Question Matters
 - 5) Legislation/Administrative Rule Matters (27-30)**
 - a. Review and Action Related to Draft Scope Statement for A-E 7, 8, and 10

- 6) Liaison/Committee Reports
- 7) Speaking Engagement, Travel, Public Relation Requests

H. Informational Items

I. New Business

J. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)

K. Deliberation of Proposed Stipulations, Final Decisions and Orders including any received after printing of the agenda

L. Deliberation of other items including any received after printing of agenda

- 1) Case Closings**
 - o 11 LSR 001 (31-34)
 - o 11 LSR 006 (35-38)
- 2) Case Status Report
- 3) Proposed Decisions
- 4) Summary Suspensions
- 5) Objections and Responses to Objections
- 6) Complaints
- 7) Administrative Warnings
- 8) Matters Relating to Costs
- 9) Monitoring Cases
- 10) Appearances from Requests Received or Renewed
- 11) Examination Matters
- 12) Application Matters
- 13) CE Waiver Requests**
 - o B.S. (39-40)
- 14) Professional Assistance Program Cases
- 15) Motions
- 16) Hearings**
 - o Jeanette Harley (41-80)

M. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

N. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

O. Other Board Business

P. Next Meeting Date: TBD

ADJOURNMENT

**LAND SURVEYOR SECTION
JOINT BOARD OF ARCHITECTS, DESIGNERS, ENGINEERS,
LAND SURVEYORS AND LANDSCAPE ARCHITECTS.
MEETING MINUTES
March 27, 2012**

Present: Dan Fedderly, Jim Rusch, Ruth G. Johnson and Matt Janiak

Staff: Berni Mattsson, Executive Director; Yolanda McGowan, Legal Counsel; Michelle Solem, Bureau Assistant; and other Department staff

Guests: Frances Thousand, Wisconsin Society of Land Surveyors; Devon VandenHeuvel, Nicolet Area Technical College; and Rick Hillmann

Matt Janiak, Section Chair, called the meeting to order at 9:36 a.m. A quorum of 4 members was confirmed.

ADOPTION OF AGENDA

MOTION: Jim Rusch moved, seconded by Dan Fedderly, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

Corrections

- Page 2 of the minutes – Discuss Potential Rule Change – A-E 7
 - Include the word “statement” after scope in both motions
- Page 3 of the minutes – Discussion Regarding the Possibility of Nomination and Emeritus Member of NCEES
 - Change “and” to “an” in the title

MOTION: Jim Rusch moved, seconded by Matt Janiak, to approve the minutes of August 24, 2011 as corrected. Motion carried unanimously.

EXECUTIVE DIRECTOR MATTERS

Berni Mattsson asked the chair to make Section appointments. Matt Janiak appointed the current slate of Section appointments to continue through the 2012 calendar year with one exception. Matt Janiak will replace Jim Rusch on the Rules Committee. Members were provided with an updated Board member guidebook to use as a reference.

BOARD DISCUSSION

1. **DIVISION OF ENFORCEMENT MATTERS**

- a. The Section asked that they receive a status report from monitoring relative to the discipline that has been imposed over the past 2-3 years.

2. **CREDENTIALING MATTERS**

- a. The Section received a report of the number of credentials issued this biennium.

3. **EDUCATION AND EXAMINATION MATTERS**

- a. Berni Mattsson indicated that the audit has not occurred yet. She told the Section that plans to complete the audit are in the works.

4. **LEGISLATION/ADMINISTRATIVE RULE MATTERS**

- a. Berni Mattsson asked the Board to e-mail her as to the type of changes that the Section is seeking so that the scope statement can be developed.

Dan Fedderly left the meeting at 10:04 a.m.

- b. Yolanda McGowan noted that 2011 SB 444 and 2011 AB 586 were not passed in the recently concluded legislative session. Jim Rusch has questions about these proposed changes and suggested that Geographic Information System (GIS) and Photogrametrists be included in the legislation. Matt Janiak noted that this will most likely be reintroduced at a future legislative session and changes might be possible at that time.
- c. Yolanda McGowan provided a brief overview of the changes that were in 2011 SB 453 (now 2011 Wisconsin Act 146).

5. **LIAISON/COMMITTEE REPORTS**

- a. Continuing Education Liaison
Matt Janiak provided the Section with an update relative to continuing education for Land Surveyors. He has been receiving calls requesting information about which courses have been approved. Members noted that they have been referring licensees to the code to find answers regarding CE.

6. **SPEAKING ENGAGEMENT, TRAVEL, PUBLIC RELATIONS REQUESTS**

- a. Berni Mattsson indicated that there is no funding for this trip from the State but that funding may be available through NCEES. Jim Rusch asked that the decisions be made earlier to allow the attendee to make the travel arrangements early enough to take advantage of travel specials. It was noted that next year's attendee for both the central zone and annual meeting should be from the Professional Engineers Section.

MOTION: Matt Janiak moved, seconded by Ruth G. Johnson, to nominate Jim Rusch as the delegate to attend the 2012 NCEES Central Zone Meeting in Jackson Hole, Wyoming, May 18 and 19. Motion carried unanimously.

MOTION: Matt Janiak moved, seconded by Ruth G. Johnson, to nominate Jim Rusch as the delegate to attend the 2012 NCEES Annual Meeting in St. Louis, Missouri, August 22-25. Motion carried unanimously.

INFORMATIONAL ITEMS

Jim Rusch indicated that there is a PACK (Professional Activity and Knowledge) survey. Based on the responses, NCEES revised the exam criteria and developed a plan to migrate the exam to computer based testing. Mr. Rusch indicated that the Department is also planning to migrate to computer based testing.

PUBLIC COMMENTS

Devon VandenHeuvel, representing Nicolet Area Technical College (NATC), addressed the Board. He indicated that they will only offer an associate degree in Geological Information Systems and will no longer offer an associate degree in land surveying. He provided the Section with a handout. The proposal includes a certificate in land surveying that includes a combination of coursework from both UW-Stevens Point and NATC.

Frank Thousand asked the Section to consider a carryover of CE be included in the rule revisions that the Section proposes. They offered a CE course that occurred three days prior to the beginning of the new biennium and would have liked those attending to use the CD for the current period or be allowed to carry over to the new biennium.

CLOSED SESSION

MOTION: Jim Rusch moved, seconded by Ruth G. Johnson, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Matt Janiak - yes; Jim Rusch - yes; Ruth G. Johnson – yes. Motion carried unanimously. Open session recessed at 10:59 a.m.

Dan Fedderly joined the meeting at 12:24 p.m. and left at 3:20 p.m.

RECONVENE TO OPEN SESSION

MOTION: Jim Rusch moved, seconded by Ruth G. Johnson, to reconvene in open session at 3:55 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

CASE CLOSINGS

MOTION: Jim Rusch moved, seconded by Ruth G. Johnson, to close case 10 LSR 003 for prosecutorial discretion. (P2) Motion carried unanimously.

CONTINUING EDUCATION WAIVERS

MOTION: Ruth G. Johnson moved, seconded by Jim Rusch, to grant the waivers as listed below subject to signing and returning to the Department of Safety and Professional Services within 30 days the “Affidavit of Retirement Status”. Motion carried unanimously.

- | | |
|--------------|---------------|
| 1) K(13)(a) | 22) K(13)(z) |
| 2) K(13)(b) | 23) K(13)(aa) |
| 3) K(13)(c) | 24) K(13)(bb) |
| 4) K(13)(e) | 25) K(13)(cc) |
| 5) K(13)(f) | 26) K(13)(dd) |
| 6) K(13)(g) | 27) K(13)(ee) |
| 7) K(13)(h) | 28) K(13)(gg) |
| 8) K(13)(i) | 29) K(13)(hh) |
| 9) K(13)(j) | 30) K(13)(ii) |
| 10) K(13)(k) | 31) K(13)(jj) |
| 11) K(13)(m) | 32) K(13)(kk) |
| 12) K(13)(n) | 33) K(13)(ll) |
| 13) K(13)(o) | 34) K(13)(nn) |
| 14) K(13)(q) | 35) K(13)(oo) |
| 15) K(13)(r) | 36) K(13)(pp) |
| 16) K(13)(t) | 37) K(13)(qq) |
| 17) K(13)(u) | 38) K(13)(rr) |
| 18) K(13)(v) | 39) K(13)(ss) |
| 19) K(13)(w) | 40) K(13)(tt) |
| 20) K(13)(x) | 41) K(13)(uu) |
| 21) K(13)(y) | 42) K(13)(vv) |

MOTION: Ruth G. Johnson moved, seconded by Jim Rusch, to grant a waiver to K(13)(ff) of the agenda packet. Motion carried unanimously.

MOTION: Matt Janiak moved, seconded by Jim Rusch, to deny the waivers as listed below. Licensees listed below are given until July 1, 2012, to be in compliance or face possible disciplinary action. Licensees listed below are not to practice until they are in compliance. Motion carried unanimously.

- | | |
|-------------|--------------|
| 1) K(13)(d) | 4) K(13)(s) |
| 2) K(13)(l) | 5) K(13)(mm) |
| 3) K(13)(p) | |

APPLICATION REVIEW

MOTION: Ruth G. Johnson moved, seconded by Jim Rusch to act on the 12 applications reviewed at today's meeting as noted and signed in the application file.

APPLICATIONS REVIEWED ON MARCH 27, 2012

The Section took the following action on applications.

FOR REGISTRATION AS A LAND SURVEYOR

1. By Written Exam

- a. Granted –
 - 1. Brost, Jordan
 - 2. Christiansen, Benjamin
 - 3. Gaier, Jesrin
 - 4. Hillman, Rick R
 - 5. Larson, Benjamin
 - 6. Rogahn, Michael

- b. Intent to Deny
 - 1. Backowski, Jacob
 - 2. Harley, Jeanette
 - 3. Heuer, Bradley
 - 4. Lynch, Patrick
 - 5. Toro-Santos, Tomas

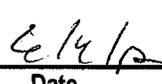
- c. Denied
 - 1. LaCount, Benjamin

ADJOURNMENT

MOTION: Jim Rusch moved, seconded by Ruth G. Johnson, to adjourn the meeting at 3:58 p.m. Motion carried unanimously.

**State of Wisconsin
Department of Regulation and Licensing**

AGENDA REQUEST FORM

Name and Title of Person Submitting the Request: Jeanette Lytle		Date When Request Submitted: June 1, 2012
		Items will be considered late if submitted after 5 p.m. and less than: ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before meeting for all other boards
Name of Board, Committee, Council: Land Surveyer Section		
Board Meeting Date: September 26, 2012	Attachments: Yes <input checked="" type="checkbox"/> No	How should the item be titled on the agenda page? Discussion of DOE policy regarding screening.
Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	Is an appearance before the Board being scheduled? If yes, by whom? <input checked="" type="checkbox"/> Yes by Chad Koplien <input type="checkbox"/> No	Name of Case Advisor(s), if required:
Describe the issue and action the Board should address: DOE will discuss screening policy and answer any questions the board may have regarding screening protocols.		
If this is a "Late Add" provide a justification utilizing the Agenda Request Policy:		
<p>Directions for including supporting documents:</p> <ol style="list-style-type: none"> This form should be attached to any documents submitted to the agenda. Documents submitted to the agenda must be single-sided. Only copies of the original document will be accepted. Provide original documents needing Board Chairperson signature to the Bureau Director or Program Assistant prior to the start of a meeting. 		
Authorization:		
		
Signature of person making this request		Date
Supervisor signature (if required)		Date
Bureau Director signature (indicates approval to add late items to agenda)		Date

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ryan Zeinert Licensing Exam Specialist		2) Date When Request Submitted: 7/23/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Land Surveyor Section Meeting			
4) Meeting Date: 8/15/12	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Updates Relating To FS Examination	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input checked="" type="checkbox"/> Yes by Ryan Zeinert & Aaron Knautz <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Brief discussion concerning the transition of the FS examination to computer based testing (CBT) in 2014.			
11) Authorization			
Ryan J. Zeinert		07/23/12	
Signature of person making this request		Date	
Jill M. Remy		07/23/12	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Bureau Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Devon VandenHeuvel		2) Date When Request Submitted: 4-3-12 <small>Items will be considered late if submitted after 4:30 p.m. and less than:</small> <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Land Surveyors Section of the Joint Board of Architects, Landscape Architects, Prof Engineers, & Designers & Land Surveyors			
4) Meeting Date: 8/15/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Land Surveyors course proposal	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: For review and discussion. Attached is the description of a certificate offered to UWSP students that is being developed as a joint effort by Nicolet Area Technical College and UW Stevens Point. Would it meet the educational requirements of A-E 6.04? (There are actually two certificates. One that would be offered to UWSP students, the 24 credit version, and the 15 credit version that would be offered to Nicolet students. The main one for discussion at this time is the UWSP certificate.)			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 4-3-12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Educational Requirements

443.06(2) (bm)

Evidence satisfactory to the land surveyor section that he or she has received an associate degree in a course in land surveying or a related field that has a duration of not less than 2 years and is approved by the land surveyor section.

A-E 6.04 (a)

No less than 8 of the 12 credits may be in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying. These courses shall include areas of study such as research of public and private records, principles of evidence and the interpretation of written documents used in boundary determination, the study of the legal elements of land surveying including those involving resurveys, boundary disputes, defective descriptions, riparian rights and adverse possession, the study of the professional and judicial functions of a land surveyor, the study of surveying methods for measuring distance and angular values, note keeping, computation and writing descriptions and the study of the Wisconsin Statutes and local ordinances relating to the preparation of subdivision maps and plats.

A-E 6.04 (2)(b)

Received a bachelor's degree ... not less than 4 years duration from a college or university accredited by a regional accrediting agency approved by the state where the college or university is located. The curriculum shall include no less than 16 of 24 semester credits in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying.

Courses that will make up the NATC certificate:

Course Number	Course Title	Course Credits*
10-607-104	Surveying I	3
10-607-105	Surveying II	3
10-607-101	Surveying Drafting I	3
10-607-107	Land Subdivision Drawing I	3
10-607-103	Legal Elements of Land Surveying	3

**Proposed University of Wisconsin Stevens Point Certificate in Land Surveying
A collaborative project between
Nicolet Area Technical College and the University of Wisconsin Stevens Point**

Course Number	Course Title	Course Credits*	Institution
FOR 319	Land Surveying	1	UWSP
10-607-104	Surveying I	3	NICOLET
10-607-105	Surveying II	3	NICOLET
10-607-101	Surveying Drafting I	3	NICOLET
10-607-107	Land Subdivision Drawing I	3	NICOLET
10-607-103	Legal Elements of Land Surveying	3	NICOLET
NRES 377	Remote Sensing I	3	UWSP
NRES 251.	Introduction to Soil and Water Resources.	4	UWSP
WATR 367	Wetland Delineation	1	UWSP

TOTAL CREDITS

24

Proposed University of Wisconsin Stevens Point Certificate in Land Surveying

A collaborative project between Nicolet Area Technical College and the University of Wisconsin Stevens Point

Educational Requirements

443.06(2) (bm)

Evidence satisfactory to the land surveyor section that he or she has received an associate degree in a course in land surveying or a related field that has a duration of not less than 2 years and is approved by the land surveyor section.

A-E 6.04 (a)

No less than 8 of the 12 credits may be in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying. These courses shall include areas of study such as research of public and private records, principles of evidence and the interpretation of written documents used in boundary determination, the study of the legal elements of land surveying including those involving resurveys, boundary disputes, defective descriptions, riparian rights and adverse possession, the study of the professional and judicial functions of a land surveyor, the study of surveying methods for measuring distance and angular values, note keeping, computation and writing descriptions and the study of the Wisconsin Statutes and local ordinances relating to the preparation of subdivision maps and plats.

A-E 6.04 (2)(b)

Received a bachelor's degree ... not less than 4 years duration from a college or university accredited by a regional accrediting agency approved by the state where the college or university is located. The curriculum shall include no less than 16 of 24 semester credits in courses concentrating on the legal principles of land surveying and the technical aspects of land surveying.

Course Number	Course Title	Course Credits*	Institution
FOR 319	Land Surveying	1	UWSP
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10-607-105	Surveying II	3	NICOLET
10-607-101	Surveying Drafting I	3	NICOLET
10-607-107	Land Subdivision Drawing I	3	NICOLET
10-607-103	Legal Elements of Land Surveying	3	NICOLET
NRES 377	Remote Sensing I	3	UWSP
NRES 251.	Introduction to Soil and Water Resources.	4	UWSP
WATR 367	Wetland Delineation	1	UWSP
TOTAL CREDITS		24	

Course descriptions and rationale of the proposed courses and their association with the legal principles of land surveying and technical aspect of land surveying.

FOR 319. Land Surveying.

Practices in land surveying, including distance and angular measurement, area computation and mapping, stadia, note keeping, and deed searching for integrated resource management. 1 cr.

This course is an introductory course in land surveying offered to the UW Stevens Point students. It serves as an introduction to several basic tasks involved with surveying such as field notes, angle and distance measurement techniques, and basic calculations for area. It is only a 1 credit class so the student only will get the very basics in this class. The class is intended to give the

students the base information to prepare them for more advanced techniques and calculations that will be used in Survey I and Survey II.

10-607-104 Surveying I

Covers fundamental principles of plane surveying. Topics include plane surveying, theory of measurement and errors, field notes, linear measurements, use of total station, traversing, leveling concepts, and the compass. Lecture/lab. 3 credits.

This class will be a lecture/lab class with students utilizing total stations and data recorders. The course will instruct students on conventional traversing techniques and will start with students capturing field data in written format and move to digital collection of data. Basic taping techniques will be utilized to help students understand measurements but the majority of the field work will be performed using Electronic Distance Measurement. The student will be introduced to conventional coordinate systems and calculations. This class will introduce the student to the Public Land Survey System and will utilize the current manual of instructions to give the student a working knowledge of the PLSS. The class will instruct students on the theory of errors, error propagation techniques to locate errors, and the reduction of errors.

10-607-105 Surveying II

Continues 607-104 with additional plane surveying and geodetic surveying concepts and techniques. Topics include precise traversing and calculations, GPS, and topographic surveying. Lecture/Lab 3 credits.

The class will continue with instruction in the PLSS. We will introduce geodetic surveying and coordinate systems along with the application of advanced traverse techniques and GPS. Students will be instructed on the various methods and applications of GPS. This class will also instruct students on the process of electronic data collection and performing topographic surveying.

10-607-101 Surveying Drafting I

Presents methods of drafting and calculating techniques relating to land surveying. Preparation of maps and traverse and area calculations are presented. Lecture/lab. 3 credits.

This class works in conjunction with Survey I and utilizes the data gathered in Survey I to instruct the student on the concepts on surveying calculations. The student is given a solid foundation of manual surveying calculations utilizing scientific calculators in an effort to prepare them for the use of computer applications to perform survey calculations. Students will be required to prepare basic maps of the survey based on the information gathered.

10-607-107 Land Subdivision Drawing I

Covers legal requirements for land subdivision planning and design. Topics include state and county land division regulations, preparation of maps of survey, certified surveys, and an introduction to computer-aided drafting for land surveying. Lecture/lab. 3 credits

In this class the student will utilize CAD software to prepare survey maps. The student will be required to prepare a survey map that complies with the administrative code. The student will be required to prepare a certified survey map that complies with chapter 236. This class will cover in depth, regulations for land surveys at the state and local levels including chapter 236, A.E. 7, county, town and municipal subdivision ordinances.

10-607-103 Legal Elements of Land Surveying

Presents legal principles and concepts relating to land and land location. Also presents professional land surveying practices and methods. Lecture/lab. 3 credits.

This class will instruct students and make them aware of the complex legal principals of land surveying in Wisconsin. The student will learn the rules of evidence and how to apply them to a surveying situation. Legal principles of junior/senior rights, adverse possession, easements, and the PLSS are just a few of the items discussed. Students will perform deed research at a local courthouse and will be instructed on description writing and interpretation. Students will be instructed on the preservation and restoration of survey evidence and the legal responsibility of

the land surveyor. The Books, Evidence and Procedures for Boundary Location, Boundary Control and Legal Principles, and the Wisconsin State Statutes will form the foundation for this course.

NRES 377/577. Remote Sensing I. Characteristics of aerial photographs and digital imagery. Use remote sensing materials to conduct resource inventories, and land use evaluation, and landform analysis. Lecture/lab. 3 credits

Remote sensing has continued to play an important role in land surveying for reconnaissance, land use planning and data gathering. This class will focus on the types of remote sensing, their uses, interpretation and land cover classification of panchromatic (B/W), color, and color infrared aerial imagery, in both digital and paper form. **Students will be introduced to aerial photography, satellite imagery, and Lidar technology as data collection techniques** and will use aerial imagery in conjunction with field collected information, maps, GPS, and GIS. The class will help students develop analytic skills in photogrammetry including determining scale, distance, area, heights, and density from aerial imagery. Orthorectification and accuracy assessment of image maps will also be emphasized along with the development of skills in software used in the remote sensing field.

NRES 251. Introduction to Soil and Water Resources.

Integrated concepts of soil and water resources at the landscape level. Physical, chemical, and biological interactions relating to watershed processes and response to land use and management. Lecture/lab. 4 credits

This class will concentrate on the roles that water and soil play as components of the natural ecosystems and understand how they interact with watershed and landscape frameworks. The students will understand and apply the management of soil and water resources to land use planning, erosion control and nutrient management. As land development continues to stress our limited resources it is imperative that the land surveyor understands how development affects the resources and how to mitigate the impact of development where possible.

WATR 367/567. Wetland Delineation

Review procedures required for identifying and delineating wetlands for permit review. Lecture/lab. 1 credit

Wisconsin's natural wetlands play a vital role in the daily life of a land surveyor. Understanding what constitutes a wetland or a lakebed has become an increasingly important aspect of the land surveying profession in their daily pursuit of determination of land boundaries, setbacks and land division ordinances. This course prepares the student to present technical criteria for identifying "hydrophytic plants", "hydric soils", "wetland hydrology" and describe field indicators for wetland soils, wetland hydrology and wetland vegetation. Ultimately the student will be able to describe and apply the methods for delineating wetlands in Wisconsin.

Courses that will make up the NATC certificate:

Course Number	Course Title	Course Credits*
10-607-104	Surveying I	3
10-607-105	Surveying II	3
10-607-101	Surveying Drafting I	3
10-607-107	Land Subdivision Drawing I	3
10-607-103	Legal Elements of Land Surveying	3

Included will be a narrative detailing the processes and associations of the institutions and goals.

Nicolet College and the University of Wisconsin Stevens Point (UWSP) will work collaboratively to promote the certificate to eligible students of the UWSP and the certificate will serve dual functions.

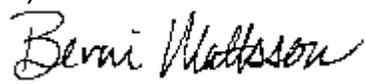
- For the University of Wisconsin Stevens Point (UWSP) student it will create another avenue for employability through a skill based specialization not currently available at the UWSP.
- For Nicolet College students this will create an avenue for transfer of land surveying credits directly into a Bachelor's of Science degree at a four year institution.

All UWSP students enrolled in the certificate program will be awarded the Land Surveying certificate through the UWSP. Currently prospective students will be students enrolled in the Bachelor of Science Natural Resources degree. Nicolet college will deliver 15 credits of land surveying curriculum to UWSP students, and will provide the classes in a variety of formats; the classes may be utilized as elective credits in the Natural Resources degree. Three classes will be provided at Nicolet College during two six week summer sessions, these include Surveying I & II, and Surveying Drafting I. Surveying I and Surveying Drafting I will be presented in the first six week summer session and Surveying II will be presented in the second six week summer session. The additional two classes, land subdivision Drawing I and Legal Elements of Land Surveying are tentatively slated to be presented in a hybrid format on weekends at UWSP Treehaven campus during the fall and spring semesters respectively. The summer sessions will provide an opportunity for intensive lecture/lab classes six weeks in duration meeting the required class time of 90 hours per 3 credit class.

Nicolet Area Technical College and the University of Wisconsin Stevens Point have a mutual goal of delivering instruction to our students that will provide them with alternate career avenues. By providing this certificate through the University it provides a higher level of stature to the certificate. In addition it gives the students of Nicolet College an opportunity to create an avenue towards a four year degree. If the certificate is successful in attracting students this could develop into a degree minor in land surveying. The University is excited to continue to develop this relationship because it offers them a low cost, low risk avenue to offer additional career opportunities to their students without hiring additional staff and purchasing additional supplies. Nicolet is very excited because it offers us access to a larger body of students that can make it more cost effective to offer the land surveying classes. The tax payers of Wisconsin benefit through the sharing of our resources and technology rather than duplicating efforts. The students will benefit by having another career choice with the backing of the University.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Berni Mattsson		2) Date When Request Submitted: 6/1/12	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Land Surveyors Section			
4) Meeting Date: 8/15/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Land Surveyor CE waiver information and affidavit	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: For review and discussion. Attached are copies of the letter sent to retiring CE wavier recipients on 6/1/12, the non-practice affidavit, and new information added to the 'Education' page of the DSPS website on 6/3/12. Are any changes needed prior to the next biennium?			
11) Authorization			
		6/1/12	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



(Final version of the clarification letter 6/1/12)

STATE OF WISCONSIN

Department of Safety and Professional Services
1400 East Washington Avenue
Madison, Wisconsin 53703

PO Box 8935
Madison WI 53708-8935

Email: dps@wisconsin.gov
Web: <http://dps.wi.gov>

Governor Scott Walker Secretary Dave Ross

Voice: 608-266-2112 • FAX: 608-267-0644 • TTY: 608-267-2416

<Title> <First Name> <Last Name> <License
Number>
<Street Address> Sent via USPS
<City>, <State> <Zip>

<Date>

Re: Affidavit of Non-Practice

Dear <Title> <Last Name>,

The Land Surveyor Section (“Section”) of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors reviewed your request for a waiver of the continuing education requirements for the 2/1/2010-1/31/2012 biennial registration period at the meeting held 3/28/2012 and approved your request **contingent upon your signing and returning the enclosed Affidavit of Non-Practice within thirty (30) days of the date of this letter.**

This letter is to provide you with more information about the conditional approval of waiver.

Based upon your representation of non-practice as a basis for the waiver, you will be allowed to renew your license for the 1/31/2012 renewal date without having completed the continuing education requirements for the 2/1/2010-1/31/2012 biennial registration period.

If at any time during the 2/1/2012-1/31/2014 biennial period you choose to resume the practice of land surveying for remuneration or otherwise,¹ you will be required to complete the 20 hour continuing education requirement for the prior biennium². Wis. Stat. s. 443.01(4) defines land surveying as “any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts; the preparation of maps showing the layout of roads, streets and rights-of-way of same to give access to smaller tracts; and the preparation of official plats, or maps, of land in this state.” Contact the Renewal Office at DSPSRenewal@wisconsin.gov or 608-266-0627 to request a renewal form. This must be completed for the CE requirement to be met and your license to be renewed.

¹ Although the administrative rule has a provision for waiver based upon retirement from practice for remuneration, Wis. Stat. s. 443.01(4) do not. Because statutes supersede rules, we must abide by the statute.

² Credits earned may not be applied to more than one biennium.

For each renewal period going forward (1/31/EVEN YEARS) that you want to request a waiver due to non-practice, you will need to follow the steps laid out in Wis. Admin. Code § A-E 10.07 for requesting a waiver and sign and return an Affidavit of Non-Practice along with that information. The Affidavit of Non-Practice will be posted on the Education page of our website (dsps.wi.gov) prior to the 1/31/2014 renewal. All approved waivers are only valid for one renewal period and must be requested each renewal period thereafter.

Please keep this letter in your files for future reference and do not hesitate to contact us with any questions you may have.

Sincerely,

Wisconsin Department of Safety and Professional Services
Office of Education and Examinations

Phone: (608) 267-1813

Email: DSPSContEducation@Wisconsin.Gov

STATE OF WISCONSIN DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES

AFFIDAVIT OF NON-PRACTICE
FOR LAND SURVEYOR RENEWAL APPLICANTS
SEEKING CONTINUING EDUCATION WAIVERS
PURSUANT TO A-E 10.07

STATE OF WISCONSIN)
) SS.
COUNTY OF _____)

I, _____ (print name), do solemnly swear
or affirm
Under penalty of perjury that:

1. I am a registered Land Surveyor in the State of Wisconsin, registration number _____.
2. I make this Affidavit in conjunction with my request to renew my credential for the biennium running from February 1, 2012 to January 31, 2014 without having first met the continuing education requirements for the biennium which ran from February 1, 2012 to January 31, 2012.
3. I am seeking a waiver of the continuing education requirements because I am currently not practicing, or presently intend to no longer practice land surveying in the State of Wisconsin during the biennial period running from February 1, 2012 and ending January 31, 2014.
4. That in exchange for such a waiver, I do acknowledge, affirm and agree as follows:
 - a. Pursuant to Wis. Stat. s. 443.02(4), no person may practice land surveying in this state unless the person has been issued a certificate of registration or granted a permit to practice.
 - b. During the biennial period noted in paragraph 3, above, I will not practice land surveying (as defined in Wis. Stats. s. 443.01(4)) in the State of Wisconsin, whether for compensation or for no compensation.
 - c. If at any time during the biennial period noted in paragraph 3, I choose to resume practicing as a land surveyor in Wisconsin, the waiver will become null and void and I must *first* comply with the continuing education requirements set forth in Wis. Admin. Code ch. A-E 10 for the prior biennium and submit proof of compliance to the Department so that my licensure status can be noted accordingly.

#3001 (6/12)
_____, Stats.

5. That by signing this Affidavit, I acknowledge and agree that if I practice land surveying in the State of Wisconsin during the biennial period noted in paragraph 3 without first complying with the continuing education requirements, such practice shall be considered conduct imperiling the safety, health and welfare of the public and can serve as the basis for **immediate suspension** of my credential, and may further subject me to additional discipline, including revocation of registration pursuant to Wis. Stat. s. 443.12 and penalties pursuant to Wis. Stat. s. 443.18

Signature of Affiant

Name of Affiant

Subscribed and sworn to before me
this ____ day of _____, 20____.

Notary Public

_____ County, State of _____

My commission: _____

-----**FOR DEPARTMENT USE ONLY**-----

Approved by: _____
Member of the board or authorized designee

Date: _____

(New information added to the 'Education' page of the website on 6/3/12)

Information on Seeking a Waiver of the Land Surveyor Continuing Education Requirement:

Administrative code A-E 10.07(1) allows an applicant to submit a request for a waiver of continuing education requirement in cases of extreme hardship; the code may be viewed at http://docs.legis.wisconsin.gov/code/admin_code/a_e/10.pdf.

The Land Surveyor Section has complete authority to deny or grant a full, partial or conditional waiver.

Each waiver request must be sent in writing addressed to the Land Surveyor Section and include documentation/explanation of the specific hardship. In exchange for the waiver, you may be required to complete and provide a notarized Affidavit of Non-Practice for Land Surveyor Renewal. You may submit this along with the waiver request; the Affidavit of Non-Practice for Land Surveyor Renewal form is available to download at <http://drl.wi.gov/docview.asp?docid=1069&locid=0>.

IMPORTANT: By completing and filing the non-practice affidavit, the licensee acknowledges that by not completing continuing education, their license will remain active, but they will not be permitted to practice land surveying during the future biennial period (non-practice).

NOTE: If at any time during the future biennial period, the licensee chooses to resume the practice of land surveying for remuneration or otherwise,³ the licensee will be required to complete the 20 hour continuing education requirement for the prior biennium.⁴

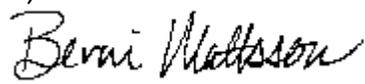
Wis. Stat. s. 443.01(4) defines land surveying as “any service comprising the determination of the location of land boundaries and land boundary corners; the preparation of maps showing the shape and area of tracts of land and their subdivisions into smaller tracts; the preparation of maps showing the layout of roads, streets and rights-of-way of same to give access to smaller tracts; and the preparation of official plats, or maps, of land in this state.”

¹ Although the administrative rule has a provision for waiver based upon retirement from practice for remuneration, Wis. Stat. s. 443.01(4) do not. Because statutes supersede rules, we must abide by the statute.

² Credits earned may not be applied to more than one biennium.

**State of Wisconsin
Department of Safety & Professional Services**

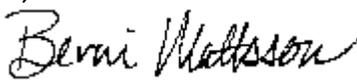
AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Jim Rusch		2) Date When Request Submitted: 3/27/12	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Surveyors Section			
4) Meeting Date: 8/15/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Licensure of photogrammeterists and GIS experts	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) x No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: For review and discussion. Should photogrammeterists and GIS experts be licensed? The section should take any action deemed appropriate.			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 3/27/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Board Services Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Berni Mattsson, Executive Director		2) Date When Request Submitted: 7/20/12 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors			
4) Meeting Date: 8/15/12	5) Attachments: Yes x No	6) How should the item be titled on the agenda page? Under Credentialing Matters – Audit Plans For CE	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) x No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>For the section's information.</p> <p>Given current resource levels, the Office of Education and Exams plans to conduct a plan to conduct a 10% CE compliance audit for Land Surveyor following the 2014 renewal (not at this time).</p>			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 7/20/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (if required) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Bureau Director signature (indicates approval to add post agenda deadline item to agenda) Date </div>			
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**State of Wisconsin
Department of Safety & Professional Services**

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3) Name of Board, Committee, Council, Sections: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors – Land Surveyors Section			
4) Meeting Date: 8/15/12	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Review of draft scope statement for A-E 7, 8 and 10	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? <input type="checkbox"/> Yes by _____ (name) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>Attached is a draft scope statement regarding modification of A-E 7, 8 and 10 that was developed in response to discussion and a motion from the 8/24/11 Section meeting.</p> <p>At the 3-27-12 Section meeting, members of the section and a public statement had also suggested that changes be made to chapter A-E 10 regarding CE waivers and carry-over of credits. The Section may wish to consider whether the scope of the project should include revision of chapter A-E 10 to address those issues as well.</p> <p>Please review, discuss and take any action deemed necessary.</p>			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 7/27/12 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (if required)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Bureau Director signature (indicates approval to add post agenda deadline item to agenda)</div> <div style="width: 35%; text-align: right;">Date</div> </div>			
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STATEMENT OF SCOPE

Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Land Surveyors

Rule No.: A-E 7, 8, 10

Relating to: Practice, Conduct, Continuing Education (CE)

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

NA

2. Detailed description of the objective of the proposed rule:

The objective of this proposed rule-making is to clarify various provisions of ch. A-E 7, Wis. Admin. Code, which sets forth minimum standards for land surveyor practice, and to resolve inconsistencies between the rules in that chapter, other governing law, and current practices of the profession. This proposal may include amendments to Code chs. A-E 8 and 10 as necessary based on the changes to ch. A-E 7.

3. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Policies relevant to ch. A-E 7, Wis. Admin. Code: All registered land surveyors, like any other professional, should adhere to minimum standards of practice, where such standards have been promulgated by surveyor-practitioners knowledgeable in both the practice and its governing law. Minimum professional standards must be easily understood by practitioners. They must also be consistent with each other, the statutes, and other related law; and should reflect current practices of the profession.

These policies remain in effect, and form the basis of the proposed rule amendments. No new or alternative policies are involved, making an analysis of policy alternatives unnecessary.

4. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Sections 15.08 (5) (b), 227.11 (2) (a), and 443.015 (2), Stats.

5. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

80 hours

6. List with description of all entities that may be affected by the proposed rule:

Registered land surveyors and individuals and entities using their services.

7. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

No federal laws regulate the practice of land surveying or its practitioners.

8. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

None.

Contact Person: Kristine E. Anderson, (608) 261-2385, Kristine1.Anderson@Wisconsin.gov

Department Head or Authorized Signature

Date Submitted

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